



SOUTH HOLLAND

DELEGATED DECISION RECORD

This records a key or other decision taken by the Cabinet in accordance with the Council's scheme of Delegations (as set out in Section D of Part 3 of the Council's Constitution).

Unless the Leader and the Chairman of the Performance Monitoring Panel certify that the matter is so urgent that the normal five-day scrutiny delay on action should not apply, then this decision will come into force and may then be implemented on the expiry of five working days after the publication of the decision, unless called in under the call-in procedures as set out in Section D of Part 3 of the Council's Constitution.

Decision Maker	Cabinet
Report Title	Debt Write Off
Summary Background	To seek approval for the write off of uncollectable debt
Author / Contact Officer	Sharon Hammond, Head of Revenues & Benefits
Ward(s) Affected	
Urgent?	No
Key Decision?	No
In Key Decision Plan?	N/A
Date of Decision	20 January 2026
Date Published	21 January 2026
Call-In Expiry	28 January 2026
Exempt Information?	No
Decision (Action Agreed)	<p>That Cabinet approves: -</p> <ol style="list-style-type: none"> 1. The write off of debts identified in this report, pending further information on an individual matter. <p>and</p> <ol style="list-style-type: none"> 2. An increase in the Section 151 write off delegation level, from £1,050 to £5,000
Reason(s)	<p>All recovery methods have been considered and where appropriate pursued, before making the decision to write off. Debts will be written off against provisions in the Councils accounts. Officer time can be maximised on greatest returns, at the same time as ensuring robust procedures for debt management are in place across all revenue streams.</p> <p>The increase in the level of delegation to the Section</p>

	151 Officer will ensure an efficient mechanism to move irrecoverable debt through the authorisation process.
Options	Do nothing, however this would leave uncollectable debt showing on the council records.
Further Information	